

## Message Text

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ORIGIN SS-25

INFO OCT-01 ISO-00 SSO-00 NSCE-00 /026 R

DRAFTED BY S/S-S:PSCHLAMM:MP

APPROVED BY S/S : LJREDDY

S:JCOVEY

S/S: HOGANSON

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O 290348Z JUL 76

FM SECSTATE WASHDC

TO AMEMBASSY TEHRAN IMMEDIATE

AMEMBASSY KABUL IMMEDIATE

AMEMBASSY ISLAMABAD IMMEDIATE

AMEMBASSY THE HAGUE IMMEDIATE

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EXDIS

E.O. 11652: N/A

TAGS: OVIP, (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S AUGUST VISIT: SECRETARIAT STAFF  
REQUIREMENTS

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION OF THE SECRETARY'S SCHEDULE, IS RESPONSIBLE FOR ALL MATTERS CONCERNING THE PREPARATION OF BRIEFING MATERIAL FOR HIS USE, AND COORDINATES THE ACTIVITIES OF THE OFFICIAL PARTY. IT ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION FLOWING TO AND FROM THE PARTY (SEE SEPTTEL ON CABLE TRAFFIC) AND LIAISON BETWEEN THE PARTY AND THE HOST EMBASSY.

2. S/S PERSONNEL: A SECRETARIAT TEAM OF ONE OFFICER AND ONE SECRETARY WILL ARRIVE ABOARD THE SECRETARY'S AIRCRAFT. A SECOND TEAM WILL PRECEDE THE SECRETARY TO CONSULT WITH POST IN ENSURING THAT ALL REQUIREMENTS ARE UNDERSTOOD AND  
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MET. NAMES AND TRAVEL INFORMATION FOR TEAM MEMBERS WILL

BE PROVIDED SEPTELS.

3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN S/S LIAISON OFFICER TO PROVIDE FULL TIME ASSISTANCE TO S/S FROM THE ADVANCE TEAM'S ARRIVAL UNTIL THE SECRETARY'S DEPARTURE. THIS IS TYPICALLY AN ALERT, MIDDLE-GRADE SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT POST TO HAVE A GOOD GRASP OF HOW THE EMBASSY AND HOST GOVERNMENT FUNCTION.

HE SHOULD BE FULLY READ INTO EMBASSY PREPARATION, AND PREPARED TO BRIEF THE S/S ADVANCE TEAM AT THE AIRPORT UPON ARRIVAL. HE SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE VISIT, INCLUDING NODIS, ARE AVAILABLE TO S/S IN THE EMBASSY. TYPICALLY, THIS IS DONE BY ASKING THE EMBASSY C&R TO SLOT ONE COPY OF EACH VISIT CABLE FOR S/S. PLEASE CABLE NAME OF S/S LIAISON OFFICER.

4. MEDIA REPORTS. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. IF MACHINES AVAILABLE IN EMBASSY, POST SHOULD ARRANGE TO HAVE THEM RUN UNATTENDED BETWEEN 2300 AND 0500. KEEP IN MIND THE FOLLOWING SPECIAL REQUIREMENTS:

-- SELECT THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT.

-- DURING REPRODUCTION, MAKE SURE THAT EACH STORY BEGINS ON A NEW PAGE. DO NOT RUN TWO OR MORE STORIES TOGETHER ON THE SAME PAGE.

-- ON SECRETARY'S COPY, ATTACH A ONE OR TWO-SENTENCE SUMMARY OF EACH STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING COMMENT OR OPINION. SUMMARIES SHOULD BE TYPED ON THREE-BY-FIVE INCH NOTEPAPER AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE OF EACH STORY. THEY ARE ATTACHED ONLY TO THE SECRETARY'S PACKAGE.

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INDIVIDUAL ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH S/S ADVANCE TEAM IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES.

TEN COPIES EACH OF HERALD TRIBUNE AND LEADING ENGLISH DAILIES AND TEN COPIES OF USIS WIRELESS FILE SHOULD BE MADE AVAILABLE TO S/S BY 0600.

5. DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE FOREIGN OFFICIALS ARE TO BE PROVIDED TO THE S/S ADVANCE TEAM ON ARRIVAL. USUALLY, THESE ARE TO THE PRIME MINISTER AND FOREIGN MINISTER. DRAFTS MUST INCLUDE EXACT ADDRESS AND CORRECT SALUTATION AND TITLES.

6. SPECIAL ATTENTION IS CALLED TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN LOGISTICAL CABLE. S/S ADVANCE TEAM WILL REVIEW THESE WITH POST ON ARRIVAL.

7. SCHEDULING:

A. THE SECRETARY WISHES TO DEFER TO THE EXTENT POSSIBLE TO HIS HOSTS' SUGGESTIONS AND JUDGMENT ON HIS VISIT SCHEDULE. WITHOUT PRESSING HOST GOVERNMENT, POST SHOULD REPORT SCHEDULING INFORMATION AND SUGGESTIONS AS THEY BECOME AVAILABLE. REMEMBER TO INCLUDE:

-- TIME AND LOCATION OF PROPOSED MEETINGS AND OTHER EVENTS INCLUDING SUGGESTED PARTICIPANTS ON BOTH SIDES.

-- INDEPENDENT ACTIVITIES FOR MEMBERS OF THE OFFICIAL PARTY ASIDE FROM THE SECRETARY.

-- ANTICIPATED PRESS ARRANGEMENTS AND COVERAGE FOR ALL EVENTS, INCLUDING ARRIVAL AND DEPARTURE.

B. THE SCHEDULE SHOULD PROVIDE BLOCKS OF FREE TIME, WHICH CAN BE USED FOR TOURISM, REST OR STAFF TIME. THIRTY MINUTES TO AN HOUR AT THE HOTEL FOLLOWING ARRIVAL AND PRIOR TO THE FIRST EVENT IS DESIRABLE IF THIS IS LOGISTICALLY FEASIBLE. UP TO TWO HOURS AT OTHER POINTS LIMITED OFFICIAL USE

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IN THE SCHEDULE IS ACCEPTABLE, AND THERE IS NO NEED TO SCHEDULE ALL POSSIBLE MEALS.

8. SCENARIOS:

AS SOON AS THE STATE OF PLANNING PERMITS, POSTS SHOULD SUBMIT FULL SCENARIO INFORMATION FOR EACH EVENT ON THE SCHEDULE. IDEALLY, FULL SCENARIO INFORMATION SHOULD BE AVAILABLE TEN DAYS PRIOR TO ARRIVAL. A RECAPITULATION OF ALL SCHEDULING INFORMATION, CAST IN THE FORM OF A DETAILED SCENARIO, SHOULD BE SENT BY IMMEDIATE CABLE TO THE SECRETARY'S PARTY APPROXIMATELY 48 HOURS BEFORE SECRETARY'S ETA.

9. SCENARIO FORMAT:

A. ARRIVAL SCENARIO:

10:00 AM ARRIVE BLANDIA MILITARY AIRPORT.

MET AT PLANESIDE BY FOREIGN MINISTER  
MUSA ADAMU AND AMBASSADOR SEAN O'NEILL.

NATIONAL ANTHEMS.

REVIEW HONOR GUARD, WITH FOREIGN MINISTER.

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GREET SENIOR BLANDIAN AND EMBASSY  
OFFICIALS ON TARMAC.

PROCEED TO TERMINAL FOR ADAMU'S WELCOMING  
REMARKS AND SECRETARY'S ARRIVAL STATEMENT.  
(MICROPHONE AND PODIUM IN PLACE --  
CONSECUTIVE INTERPRETATION BY MR. LINGUAL.)

10:20 AM EXIT TERMINAL TO WAITING MOTORCADE,  
AMBASSADOR O'NEILL AND ASSISTANT SECRETARY  
MCKEE WILL ACCOMPANY SECRETARY TO HOTEL.

10:40 AM ARRIVE HOTEL ABLE.  
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30 MINUTES FREE TIME.

B. DINNER SCENARIO:

8:15 PM DEPART HOTEL. ACCOMPANIED BY AMBASSADOR  
O'NEILL AND ASSISTANT SECRETARY MCKEE.

8:30 PM ARRIVAL PRESIDENTIAL RESIDENCE FOR STAG  
DINNER BY PRESIDENT SAIDU.

DARK SUIT -- 48 GUESTS, INCLUDING ENTIRE  
BLANDIAN CABINET. OFFICIAL AMERICAN  
GUESTS: ASSISTANT SECRETARY MCKEE,  
AMBASSADOR O'NEILL, MESSRS. FUNSETH,  
LORD AND MACRAKEN.

GREET OTHER GUESTS IN RECEPTION LINE  
WITH PRESIDENT SAIDU AND CHIEF OF  
PROTOCOL POOKAH. (LINGUAL AVAILABLE  
TO INTERPRET.)

PRESS OPPORTUNITY.

9:00 PM DINNER.

SERVICE AT TABLES FOR SIX.

PRESIDENT SAIDU WILL BE AT SECRETARY'S  
LEFT AND FOREIGN MINISTER ADAMU AT HIS  
RIGHT. OTHER HEAD TALBE GUESTS:  
INTERIOR MINISTER KHALID, ARMY MINISTER  
ABUBAKAR, CHIEF JUSTICE CREDULA AND  
PROTOCOL CHIEF POOKAH.

10:15 PM PRESIDENT SAIDU PROPOSES FIVE-MINUTE  
INFORMAL TOAST TO WHICH SECRETARY  
RESPONDS. CONSECUTIVE INTERPRETATION  
BY LINGUAL.

10:30 PM SECRETARY JOINS PRESIDENT SAIDU FOR  
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TETE-A-TETE IN ADJOINING ANTEROOM.

10:50 PM REJOIN OTHER GUESTS FOR COFFEE AND  
LIQUEURS.

11:15 PM DEPART PRESIDENTIAL RESIDENCE.

11:30 PM ARRIVE HOTEL.

10. POSTS SHOULD ALSO SUBMIT DRAFT TEXTS FOR PROPOSED/  
EXPECTED REMARKS FOR THE SECRETARY DURING HIS VISIT.

11. FOR KABUL AND THE HAGUE ONLY: AS THE SECRETARY WILL  
ONLY BE MAKING BRIEF STOP S/S ADVANCE TEAMS WILL NOT BE  
SENT TO POSTS.

EXDIS CAPTION CAN BE REMOVED WHEN VISIT ANNOUNCED PUBLICLY.  
KISSINGER

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## Message Attributes

**Automatic Decaptioning:** Z  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
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**Disposition Approved on Date:**  
**Disposition Authority:** CunninFX  
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**Disposition Comment:** 25 YEAR REVIEW  
**Disposition Date:** 28 MAY 2004  
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**TAGS:** OVIP, (KISSINGER, HENRY A)  
**To:** TEHRAN KABUL ISLAMABAD MULTIPLE  
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